



City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

TO: All Bidders

FROM: City of Cambridge

DATE: August 25, 2014

RE: File No. 6550 – Participatory Budgeting Program Design, Implementation & Evaluation

The following questions were submitted and answered (1 – 4).

Question

1. What is the timeline for the participatory budgeting process? Specifically, what is the latest acceptable date to form the Steering Committee? What is the latest acceptable date to begin the idea collection phase? What is latest acceptable date to hold public voting?

Answer

We anticipate that the design phase would begin as soon as the bid is awarded, which will likely be early September 2014. Thereafter, the actual participatory process would be to allocate capital funding beginning July 1, 2015. So, we would anticipate the Steering Committee should be formed by November 2014 and the idea collection phase beginning shortly after that. In order to have funding in place, voting would need to take place in February 2015.

Question

2. In order to get a better sense of the scale of the participatory budgeting process desired by the City of Cambridge (and an appropriate bid submission), could you please give a sense of the amount (or range) of public funds that will be allocated through the participatory budgeting process?

Answer

The City is still in the process of determining the amount that will be available. We anticipate the range to be between \$100,000 and \$250,000.

Question

3. What is the range of the budget available for an appropriate bid?

Answer

No more than \$50,000 has been budgeted for the services that are the subject of this bid.

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Question

**4. What other resources will the City allocate to the process, either through purchasing or in-kind?
For example:**

- Canvassers to do outreach to underserved residents
- Translation of materials
- Interpretation at meetings
- Refreshments for meetings
- Graphic Design of materials including flyers, ballots, etcetera.
- Office Space
- Meeting space for committees (i.e. Steering Committee or Budget Delegates) and large sale meetings (i.e. Neighborhood Assemblies)
- City Staff time dedicated to the project.

Answer

The City will make every effort to provide resources to make the participatory budgeting process as accessible and successful as possible. This can be determined once the process is initiated.


AMY L. WITTS
PURCHASING AGENT